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OFFICE OR STAFF			Approved For Release 2000/04/14 : CIA-RDP78-03568A000600140013-6			CONTROL NO.		Page of Pages	
OCI			H			23 Mar. 1953		9 April 1953	
DELETIONS			ADDITIONS			NET CHANGE		ORGANIZATION	
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)		
<u>SPECIAL SUPPORT STAFF</u> <u>INTELLIGENCE CONTROL BRANCH</u>			<u>SPECIAL SUPPORT STAFF</u> <u>INTELLIGENCE CONTROL BRANCH</u> <u>REGISTRATION SECTION</u>						
Info Control Of	GS-301-12	H-94	Info Control Of	GS-301-10	H-415				
<u>DISSEMINATION SECTION</u>			Info Control Of	GS-301- 9	H-416				
Clerk (Typing)	GS-301- 4	H-100.01	Info Control Of	GS-301- 7	H-417				
<u>COMMUNICATIONS SECTION</u>			Mail Clerk	GS-305- 5	H-106				
Teleg Typwr Opr	GS-385- 6	H-102	Mail Clerk	GS-305- 5	H-106.01				
Teleg Typwr Opr	GS-385- 5	H-103	Mail Clerk	GS-305- 5	H-418				
<u>REGISTRATION SECTION</u>			Mail Clerk	GS-305-4	H-108				
Delete All Positions			Mail Clerk	GS-305-4	H-109				
<u>CL</u>			Courier	GS-301- 7	H-110				
<u>WATCH SECTION</u>			Courier	GS-301- 7	H-110.01				
Watch Officer			Courier	GS-301- 7	H-110.02				
Watch Officer			Courier	GS-301- 7	H-110.03				
<u>PUBLICATIONS BOARD</u> <u>EDITORIAL BRANCH</u>			<u>PUBLICATIONS BOARD</u> <u>SECRETARIAT</u>						
Clerk (Typing)	GS-301-4	H-49	Clerk (Typing)	GS-301-5	H-420		(Place on T/O after H-55)		
<u>WESTERN DIVISION</u>			<u>WESTERN DIVISION</u>						
NEW OFFICE TOTALS			APPROVAL						
			SECRET SECURITY INFORMATION			ed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.			
			SIGNATURE			TITLE			

OFFICE OR STAFF OCI		OFFICE CODE Approved For Release		REQUEST NO. 2099/02714		CONTROL NO. 78-03568A000001400130		Page 2 of 2 Pages	
DELETIONS			ADDITIONS			NET CHANGE		ORGANIZATION CODE	
ORGANIZATION AND POSITION TITLE		SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE		SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	(Machine Records)
WESTERN DIVISION (Cont'd.) OFFICE OF THE CHIEF				WESTERN DIVISION (Cont'd.) OFFICE OF THE CHIEF					
Adm Assistant		GS-301-7	H-170	I O (Requirements)		GS-132-9	H-421 (Place on T/O after H-169)		
Positions surveyed at the Request of the Exec. Officer, OCI. These actions do not affect office total or ceiling.									
NEW OFFICE TOTALS			APPROVAL						
Office Total Office Ceiling			The changes listed above are hereby approved. Please make changes on office orders as necessary. Obtain this authority until new machine printed T/O page(s) is received. Chief, Class. & Wage Div.						

(4-33)

SECURITY INFORMATION

23 March 1953

MEMORANDUM FOR: Deputy Director (Administration)

FROM : Office of Current Intelligence

SUBJECT : Changes in Authorized Table of Organization

1. It is requested that the following positions be reclassified and the following changes made in the authorized Table of Organization for the Office of Current Intelligence:

<u>Position Number</u>	<u>Division or Staff</u>	<u>From</u>	<u>To</u>
H100.01	Special Support Staff	Clerk (Typing) GS-301-4 Intelligence Control Branch Dissemination Section	Watch Officer GS-7 Intelligence Control Branch CIA Watch Section
H102	Special Support Staff	Telegraphic Type- writer Operator GS-385-6 Intelligence Control Branch Communications Section	Watch Officer GS-7 Intelligence Control Branch CIA Watch Section
H103	Special Support Staff	Telegraphic Type- writer Operator GS-385-5	Watch Officer GS-7 Intelligence Control Branch CIA Watch Section
H94	Special Support Staff	Information Control Officer GS-301-12 Intelligence Control Branch	Administrative Assistant GS-9 Intelligence Control Branch Registration Section

H104	Special Support Staff	Administrative Assistant GS-301-9 Intelligence Control Branch Registration Section	Administrative Officer GS-11 Intelligence Control Branch Registration Section
H49	Publications Board	Clerk (Typing) GS-301-4 Editorial Branch	Clerk (Typing) GS-5 Secretariat
H170	Western Division	Administrative Assistant GS-301-7 Office of the Chief	Administrative Assistant GS-9 Office of the Chief

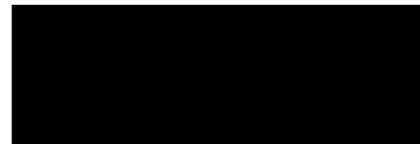
2. The justification for requested changes in positions H100.01, H102, and H103 is outlined in Tab A.

3. The upgrading of position H104 (Chief, Registration Section) is believed justified on the basis of new duties assigned to the position. Further, it has long been felt that a position as Assistant Chief be established because of the heavy burden placed upon the Chief of the Section. This opinion is borne out by an O & M Survey of the Registration Section, dated 8 October 1952, which sets forth specific duties for the Assistant Chief, the latter to be accomplished by the transfer of position H94 to the Registration Section.

4. It is recommended that position H170 be upgraded to a GS-9 since, with the unusually large number of countries covered by the Western Division and the increasing complexity of intelligence requirements procedures, it is proving necessary to institute more systematic arrangements for dealing with this aspect of the Division's work. The growing pressure of these duties has been making undue demands on the time of the Deputy Division Chief and many of them could be effectively delegated to a lower-grade staff member. The present incumbent represents the Division in certain other functions beyond those normal for a divisional Administrative Assistant.

5. The functions of position H49 are being transferred from the Editorial Branch to the Secretariat of the Publications Board. It is believed that the demands of the position justify a grade GS-5.

FOR THE ASSISTANT DIRECTOR, CURRENT INTELLIGENCE:



Executive Officer

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